



## Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Directors Office

Sub-Section:

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**TITLE:** Affirmative Action Plans

**CUTOFF:** WSO

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**DESCRIPTION:** Affirmative Action Plans

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 18353

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** American with Disabilities Act (ADA) Accommodations Requests - Inactive Employees

**CUTOFF:** Term of employment

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**DESCRIPTION:** Inactive Employees

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 18346

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Classification and Organizational Information

**CUTOFF:** WSO

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**DESCRIPTION:** Classification and Organizational Information (copy - original in Office of Administration) - includes position descriptions, class specifications, pay range, and pay plan index

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 18358

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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## Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Directors Office

Sub-Section:

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**TITLE:** Employee Exit Interviews

**CUTOFF:**EOCY

**DESCRIPTION:** Employee Exit Interviews

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18354

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Employee Handbook

**CUTOFF:**Retain until superseded

**DESCRIPTION:** Employee Handbook

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18343

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Employee Time and Leave

**CUTOFF:**EOSFY

**DESCRIPTION:** Includes manual adjustments, FMLA, and leave share donations/awards.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18363

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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## Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Directors Office

Sub-Section:

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**TITLE:** Equal Employment Opportunity Complaints - Inactive Employees

**CUTOFF:** Term of employment

**DESCRIPTION:**

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18349

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Grievance Files - Inactive Employees

**CUTOFF:** Term of employment

**DESCRIPTION:** Inactive Employees

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18352

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Interview Files

**CUTOFF:** EOCY

**DESCRIPTION:** Including questions and panel documentation

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18361

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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## Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Directors Office

Sub-Section:

**TITLE:** Job Opportunity Material

**CUTOFF:**

**DESCRIPTION:** Includes announcements, merit certificate, applications/resume of those not hired

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18360

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Organizational Charts

**CUTOFF:** WSO

**DESCRIPTION:** Organizational Charts

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18359

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Payroll

**CUTOFF:** EOSFY

**DESCRIPTION:** Including hours to gross wage reports, time and attendance activity reports, payroll accounting adjustments, and W2 reports

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18362

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Directors Office

Sub-Section:

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**TITLE:** Worker's Compensation Information

**CUTOFF:** Term of employment

**DESCRIPTION:** Worker's Compensation Information - includes employee files, temporary total disability benefit paid report, medical amounts per case report, and total cost by agency report

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18364

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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